

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Accounting Analyst/ Accountant Trainee	<b>Scope of the Position:</b> With general supervision provided by an Accounting Administrator I, the Accounting Analyst/Accountant Trainee will perform professional analytical accounting revenue producing activities, in the establishment and maintenance of accounts and records for the sale of securities, pursuant to the Unclaimed Property Law and Regulations (UPL&R). This incumbent will work with the contracted broker in reconciliation of securities sold and revenue generated for the return of property to claimants. This position will be working with the contracted broker in establishing new accounts, monitoring fund balances, analyzing appropriateness of transaction, and preparing financial reports for upper management. This position will receive general direction in accounting and control procedures established by management to ensure the proper release and receipt of stock securities on behalf of claimants and holders alike. Duties include but are not limited to the following:
<b>Position #:</b>	051-550-4582-006 051-550-4179-XXX	<b>Duties and Responsibilities:</b> (Candidates must perform the following functions with or without reasonable accommodations)
<b>Salary Range:</b>	\$3106 - \$4670 \$3240 - \$3751	<b>DUTIES WILL BE COMMENSURATE WITH LEVEL HIRED.</b>
<b>Issue Date:</b>	August 26, 2008	
<b>Contact:</b>	Richard Garcia (916) 464-6050	
<b>Location:</b>	Unclaimed Property Division 10600 White Rock Road Rancho Cordova, CA 95670	
<b>Final Filing Date:</b>	(Statewide) Until Filled "FREE PARKING"	
<b>Applications:</b>  Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.  <b>All hires will be subject to a background check.</b>  <b>For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.</b>  <u>Submit a Std.678 State Application and Resume to:</u>  State Controller's Office Unclaimed Property Division ATTN: Richard Garcia 10600 White Rock Road Rancho Cordova, CA 95670		<ul style="list-style-type: none"> <li>• Reconcile Sale Confirmations and Wire Details in order to verify that the contracted broker is given the correct issues and shares to be sold that are in compliance with the Unclaimed Property Law. Review and analyze the sale proceeds to ensure that the proper reconciled sale issues and shares are attached to the correct property.</li> <li>• Review and analyze the stock portfolio held with the Unclaimed Property Division to determine which issues and shares can be sold in compliance with the Unclaimed Property Law. Analyze issues that are able to be sold to determine if the securities have a value prior to completing the Trade Order to instruct our contracted broker to sell various issues and the shares to be sold for each issue.</li> <li>• Complete a three way reconciliation using the monthly broker statements, Undisbursed Funds reports, and property information posted in UPS2000. Analyze all shares and issues on Broker statements as well as the Undisbursed Funds reports have been received and posted on UPS2000.</li> <li>• Keep accurate and detailed records of sale money received for the current fiscal year. Compile and research statistical information crucial for Year End reports.</li> <li>• Research, analyze and provide information to the Claims Scheduling Unit, Legal Division, Management as well as other pertinent units when requested.</li> <li>• Review and analyze requests regarding Broker reimbursements. Provide accurate evidence to support reimbursement and complete the necessary forms to process Broker reimbursement on UPS2000.</li> <li>• Analyze and resolve problems of average difficulty while remaining in compliance with the Unclaimed Property Law as related to the selling of securities. Maintain copies of Broker statements, Undisbursed Funds reports, Sale tapes, and Sale files.</li> </ul>